JTAC INcite (Indiana Court Information Technology Extranet)

DCS Probation Quick Reference Guide

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INcite Basics

Accessing INcite
1. Open the web browser application on your computer. Note that only Internet Explorer 7 and Firefox 3 web browsers are supported.
2. In the address bar, enter https://mycourts.in.gov/ and hit the Enter key

Logging In *
1. Enter User Name and Password in the provided fields at the top of the page
2. Click "Login" OR simply press Enter on your keyboard

Starting the DCS Probation Application
1. Under "My Applications", click the image representing the DCS Application
2. Select one of the three available actions to begin working in the DCS Application
3. Refer to other sections in this guide for assistance

Getting Around the INcite Page
1. Click "Home" to return to the menu of available actions in the DCS Application
2. From any page, place your mouse cursor over "Cases" and select from the menu of available actions in the DCS Application
3. From any page, click on the INcite logo and select DCS from the "Documents" menu to find various forms and documents to download.

Logging Out
1. Click "Logout" in the upper right corner of any page to log out.

*** When logging in for the first time, you must type in (not copy and paste) the password sent to you. You will then be prompted to change your password.**

Enter and Submit a Services Only Case

Screen / Add the Case Child

1. From the Home Page, click the image under “Create New Case”
2. Enter SSN of the child to see if the child has already been entered in the system
3. If the SSN is not found, enter the child’s name and click search.
4. You may expand your search by entering more information in the fields
5. Click “Not Found” to begin entering the information about the child
6. Click OK
7. If the SSN is found, you may expand your search or select the child from the results list.*****

   ***If the child in the results list is denoted with a “Y”, this child already has an active case. View the case and contact the county in which the case was created.**

Create Case

1. Fill in all required fields on the page
2. Click OK
3. Review the Child Information Summary and click the “Edit Case/Child” to correct any errors

Return to Creating a Case (prior to submission)

1. From the Home Page, click the image under “View Pending Cases
2. Click “View” next to the entry of the case you want to continue working in
3. Click “Remove” to delete the case you have started to enter

Screen / Add a Case Participant

1. Click the “General” tab
2. Under Other Case Participants at the bottom, click “Add”
3. Enter the participant’s SSN to see if the person has already been entered in the system
4. If the SSN is not found, enter the person’s name and click search.

5. You may expand your search by entering more information in the fields
6. Click “Not Found” to begin entering the information about the person

Add a Service on the Case

1. Click the “Service” tab
2. Under Services, click “Add”
3. Enter criteria in the provided fields and click “Search”
4. Click the navigation buttons in the bottom right corner to see additional results in the list
5. Click “select” next to the service provider desired to begin entering Case Service information
6. Select the child or other case participants for whom the service has been ordered
7. Select the specific service to be provided
8. Enter the begin date and the end date as ordered by the Court

10. Click OK

Review and Submit the Case

1. Click the “Final Review” tab
2. Verify all information is correct and click “Submit”
3. Review any system messages and correct any errors as required by following the previous steps
4. Repeat steps 2 and 3 until case is submitted successfully

Print a Copy for the Physical Case File

1. Click the “Download PDF” button at the top right
2. Save the document to your computer or print it out for the file

Enter and Submit a Placement Case

Screen / Add the Case Child

1. From the Home Page, click the image under "Create New Case"
2. Enter SSN of the child to see if the child has already been entered in the system
3. If the SSN is not found, enter the child's name and click search.
4. You may expand your search by entering more information in the fields
5. Click "Not Found" to begin entering the information about the child

Create Case

1. Fill in all required fields on the page
2. Click OK
3. Answer the question regarding the child's mother. If you indicate the mother is known you will continue to steps 4-7
4. Enter the mother's SSN to see if she has already been entered in the system
5. If the SSN is not found, enter the mother's name and click search.
6. You may expand your search by entering more information in the fields
7. Click "Not Found" to begin entering the information about the mother
8. Click OK
9. Repeat steps 3-8 for the father

Return to Creating a Case (prior to submission)

1. From the Home Page, click the image under "View Pending Cases
2. Click "View" next to the entry of the case you want to continue working in
3. Click "Remove" to delete the case you have started to enter

Screen / Add a Household Member

1. Click the "General" tab
2. Under Household Members at the bottom, click "Add"
3. Enter the participant's SSN to see if the person has already been entered in the system

4. If the SSN is not found, enter the person's name and click search.
5. You may expand your search by entering more information in the fields
6. Click "Not Found" to begin entering the information about the person

Screen / Add a Non-Household Case Participant

1. Click the "General" tab
2. Under Non-Household Case Participants at the bottom, click "Add"
3. Enter the participant's SSN to see if the person has already been entered in the system
4. If the SSN is not found, enter the person's name and click search.
5. You may expand your search by entering more information in the fields
6. Click "Not Found" to begin entering the information about the person

Add a Service on the Case (if applicable)

1. Click the "Service" tab
2. Under Services, click "Add"
3. Enter criteria in the provided fields and click "Search"
4. Click the navigation buttons in the bottom right corner to see additional results in the list
5. Click "select" next to the service provider desired to begin entering Case Service information
6. Select the child or other case participants for whom the service has been ordered
7. Select the specific service to be provided
8. Enter the begin date and the end date as ordered by the Court

10. Click OK

Add a Placement on the Case

1. Click the "Placements" tab
2. Under Placements, click "Add"
3. To add a Trial Home Visit or Runaway from Placement, click the appropriate button and complete the screen that follows.

4. To add any other placement, enter criteria in the provided fields and click “Search”.
5. Click the navigation buttons in the bottom right corner to see additional results in the list
6. Click “select” next to the placement provider desired to begin entering New Placement Information
7. Complete the information on the “Add Placement” screen.
8. If you indicate the child has a disability, select the disability code, disability subcode and the date diagnosed, then click “Add Disability Code” Repeat the process as needed.
9. Select the program from the drop down list **(choose “Substitute Care”)**
10. Click OK
11. If you made a mistake or need to change any information related to the placement, click the appropriate button under the placement tab to remove all placements, edit removal date or edit placement information.

<u>Add Hearing Information</u>

1. Click the ‘Hearings” tab
2. Under Hearings, click the “Add” button in the lower right
3. Enter the hearing date and cause number
4. Click the drop down arrow next to Available Outcomes
5. Select the appropriate outcome by clicking on it in the list
6. Click Add to add the selected outcome to the Selected Outcomes
7. Repeat steps 4-6 as needed
8. Click OK

<u>Add Earned Income (if applicable)</u>

1. Click the “Earned Income” tab.
2. Under Removal Month, click “Add”
3. Select the appropriate household member
4. Complete the Add Removal Month Earned Income section*****
5. Click OK
6. Repeat steps 1-5 for **each Household Member who has earned income in the removal month.**

<u>Add Employment Information (if applicable)</u>

1. Click the "Earned Income" tab.
2. Under Employment , click "Add"
3. Select the appropriate household member
4. Complete the Add Employment section
5. Click OK
6. Repeat steps 1-5 for **each Household Member who is employed**

<u>Add Unearned Income (if applicable)</u>

1. Click the "Unearned Income" tab.
2. Under Removal Month, click "Add"
3. Select the appropriate household member
4. Complete the Add Removal Month Earned Income section*****
5. Click OK
6. Repeat steps 1-5 for **each Household Member who has earned income in the removal month**

<u>Add Assets (if applicable)</u>

1. Click the "Assets" tab.
2. Under Removal Month, click "Add"
3. Select the appropriate household member
4. Complete the Add Resource / Asset section*****
5. Click OK
6. Repeat steps 1-5 for **each Household Member who has assets the in the removal month**

<u>Add Education (if applicable – case child 16 or over and in school)</u>

1. Click the "Education" tab.
2. Under Education History, click "Add"
3. Complete the Case Education section
4. Click OK

<u>Review and Submit the Case</u>

1. Click the "Final Review" tab
2. Verify all information is correct and click "Submit"
3. Review any system messages and correct any errors as required by following the previous steps

4. Repeat steps 2 and 3 until case is submitted successfully

Print a Copy for the Physical Case File

1. Click the "Download PDF" button at the top right
2. Save the document to your computer or print it out for the file

*** For Earned Income and Unearned Income, enter the amount the person actually received up to the date of removal in the removal month only. For Assets, enter the assets the person had in the month of removal up to the removal date.**

THESE SECTIONS SHOULD BE COMPLETED WHEN THE CASE PLAN IS CREATED OR UPDATED TO REFLECT CHANGES IN INCOME AND ASSETS

Add Employment Information (if applicable – employed parents in the household and the case child aged 16 or over who is employed and not in school)

1. Click the "Earned Income" tab.
2. Under Employment , click "Add"
3. Select the appropriate household member
4. Complete the Add Employment section *****
5. Click OK
6. Repeat steps 1-5 as needed for the case child 16 or over who is employed and not in school and each employed parent in the household

Add Ongoing Unearned Income (if applicable – case child only)

1. Click the "Unearned Income" tab.
2. Under Ongoing, click "Add"
3. Complete the Add Ongoing Unearned Income section *****
4. Click OK

Add Ongoing Assets (if applicable – case child only)

1. Click the "Assets" tab.
2. Under Ongoing, click "Add"
3. Complete the Add Ongoing Resource / Asset section *****
4. Click OK

Add a Permanency Plan

1. Click the "Placements" tab
2. Under Permanency Plans, click "Add"
3. Select the Plan from the drop down list
4. Enter the begin date and end date of the plan
5. Click OK

*** "Begin Date" must be a date later than the date of removal. Ongoing financial information should be based on information reported after the juvenile was removed from the home.**

Open and Update an Active Case

Search for ICWIS Case

1. From the Home Page, click the image under "Search ICWIS Case"
2. Enter information in one or more fields
3. Click "Search"
4. In the results list, click Select next to the case you want to open

Edit Case Information

1. Click "Edit Case / Child" in the Child Information Section
2. Edit the Case Information as needed
3. Click OK

Screen / Add a Household Member

1. Click the "General" tab
2. Under Household Members at the bottom, click "Add"
3. Enter the participant's SSN to see if the person has already been entered in the system
4. If the SSN is not found, enter the person's name and click search.
5. You may expand your search by entering more information in the fields
6. Click "Not Found" to begin entering the information about the person

Screen / Add a Non-Household Case Participant

1. Click the "General" tab
2. Under Non-Household Case Participants at the bottom, click "Add"
3. Enter the participant's SSN to see if the person has already been entered in the system
4. If the SSN is not found, enter the person's name and click search.
5. You may expand your search by entering more information in the fields
6. Click "Not Found" to begin entering the information about the person

Edit / Add Other Information

1. Click on the corresponding tab to edit or add Services, Placements, Hearings, Earned Income, Unearned Income or Assets following steps outlined in the other sections in this guide.

2. To add a Placement to a Service Only case, you must follow the steps outlined in the "Add A Placement" portion of the "Enter and Submit a Placement Case" section of this guide.

Close a Case

Close a Services or Placement Case

1. From the General tab, click the "Close Case" button.
2. Complete the required information on the Close Case page and click OK.

Reopen a Case

Close a Services or Placement Case

1. From the General tab, click the "Reopen Case" button.
2. Complete the steps to enter and submit a service or placement case found in this guide.